



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
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ROBERT W. GOLLEDGE, Jr.
Commissioner

January 20, 2006

2005 PUBLIC WATER SYSTEM ANNUAL STATISTICAL REPORT
FOR TRANSIENT NON-COMMUNITY (TNC) PUBLIC WATER SYSTEMS

Dear Public Water Supplier:

Enclosed is the Drinking Water Programs' revised 2005 Annual Statistical Report for Transient Non-Community Public Water Systems. This year it is pre-populated with much of the information currently on record with MassDEP. **It is important that you carefully read the instructions below before completing the document. Also keep the following in mind:**

- ✓ **The report must be completed and postmarked by March 24, 2006.**
- ✓ Your water system is classified as a Transient Non-Community Public Water System (TNC) because it supplies water to at least 25 people per day for more than 60 days per year, or has at least 15 service connections. If you believe this criterion does not apply to your facility, please contact your MassDEP regional office (see below) for a review of your status.
- ✓ Submittal of a completed report fulfills the annual reporting requirements outlined in the Massachusetts Drinking Water Regulations (310 CMR 22.15).
- ✓ All TNC systems **are required** to be overseen by a licensed drinking water operator.
- ✓ All TNC systems **are required** to have had a cross connection survey conducted by a licensed surveyor.
- ✓ All TNC systems **are required** to have a water meter at each source and report annually the amount of water used from each source.
- ✓ **Starting in 2006, all TNC systems will be asked to report their maximum monthly water usage from each source. It will therefore be necessary for all TNC systems to keep records of each month's water meter reading.**
- ✓ Some of you may also receive an attached Violation and/or Open Enforcement/Inspection Actions Report that summarizes any outstanding actions that were required due to inspection, enforcement or violations on record with MassDEP. Please follow the instructions below regarding this attachment.
- ✓ A blank copy of this form can be downloaded from MassDEP's web site (See below for instructions). Alternatively, you can obtain another pre-populated PDF version of the form for a specific TNC system by contacting your regional technical assistance provider listed below.
- ✓ This new Annual Statistical Report represents a much shorter version of the report. However, MassDEP will need additional information from all TNC systems on a regular basis. Therefore, MassDEP will use a 'long form' every five years. So in 2009, MassDEP will require detailed information on such things as: source construction (year installed, depth, diameter), pumps (type, horsepower), storage tanks (size, location, age), treatment (if any), source protection, cross connection control program, and emergency response plans.
- ✓ MassDEP has set a goal of making this form available within our eDEP system by 2007. This will allow you to fill out and submit this form electronically.

This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057. TDD Service - 1-800-298-2207.


DEP on the World Wide Web: <http://www.mass.gov/dep>



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For those of you used to filling out the old annual report, we hope you find the new version much easier and quicker. For TNC systems doing this for the first time, we encourage you to contact your regional technical assistance providers if you need any help with the report (see contacts below). As always, we welcome your comments and suggestions on ways to improve this annual reporting form.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Dave Terry". The signature is stylized with a large "D" and a long, sweeping underline.

Dave Terry, Program Director
Drinking Water Program

Attachments: Annual Statistical Report for TNC Systems (pre-populated)
 Violation and/or Open Enforcement/Inspection Actions Report (if applicable)

DIRECTIONS FOR COMPLETING THE TNC 2005 ANNUAL STATISTICAL REPORT

1. A blank copy of this form can be downloaded from MassDEP's web site. Go to www.mass.gov/dep/water/approvals/dwsforms.htm and look for the "TNC Form" near the end of the list under "Statistical Reporting". Alternatively, you can obtain a pre-populated PDF version of the form for a specific TNC system by contacting your regional technical assistance provider listed below.
2. All of the shaded items indicate information downloaded directly from the MassDEP database. Any new information or changes to the pre-populated report **must be hand written in black ink above the item to be corrected and must be legible**.
3. If the pre-populated information for the entire section is correct simply check the box marked "No Change". If any of the information is not correct or is missing, check the box marked "Change" at the top of the section and cross out the incorrect information. Print the correct information in the available space provided.

Example:

4. Primary Contact:

John Doe

~~William D. Smith~~

Name

800-999-1313

~~800-123-4567~~

Telephone

4. Along with the Annual Statistical Report, some TNC systems may receive a Violation and/or Open Enforcement/Inspection Actions Report. If you receive this attachment, it is important that you review the document to see what violations were noted and what actions (if any) MassDEP required. In order to ensure a safe and adequate supply of water to the public, it is necessary that all required actions are completed in the stated timeframe and that MassDEP be notified once these are completed. If you have any questions on the items in the Attachment you should contact your regional technical assistance provider listed below.
5. Any supporting documents that you attach to the report must have the seven-digit PWS identification number written in the upper right hand corner of each page.
6. The form must be signed and dated (last page, Section C).
7. Two copies (one copy must have the original signature) of the completed form, along with any attachments, must be postmarked by March 24, 2006 and mailed to:
Department of Environmental Protection
Drinking Water Program, Attn: STATS PROGRAM
One Winter Street, 6th Floor
Boston, MA 02108
8. Remember to keep one copy on file with your PWS records.

Technical Assistance Providers:

Western Regional Office (Springfield)	Central Regional Office (Worcester)	Northeast Regional Office (Wilmington)	Southeast Regional Office (Lakeville)
Dan Laprade 413-755-2289 Mike McGrath 413-755-2202	Kelly Momberger 508-849-4023	William Zahoruiko 978-694-3232	Dan Disalvio 508-946-2793